

October 20, 2009

TO: Teresa Parsons
Director's Review Supervisor

FROM: Kristie Wilson
Director's Review Investigator

SUBJECT: Karen Stephens v. Central Washington University (CWU)
Allocation Review Request ALLO-08-091

The Director's review of CWU's allocation determination of your position has been completed. The review was based on written documentation. This review covers the six month period prior to August 27, 2008, the date that CWU's Human Resources office received your Position Review Request Form requesting reallocation of your position.

Director's Determination

As the Director's designee, I carefully reviewed all of the documentation in the file including the duties and responsibilities described in your December 18, 2007 Position Description Form and the subsequent clarifying information you provided. I reviewed the versions of the Library and Archives Paraprofessional 5 class and the Library and Archives Paraprofessional 6 class. Based on my analysis of your assigned duties and responsibilities, I conclude that overall, at the time of your position review request, your position was best described by the Library and Archives Paraprofessional 5 classification.

Background

On August 27, 2008, CWU's Human Resources office received your Position Review Request Form asking that your Library and Archives Paraprofessional 5 position be reallocated to the Library and Archives Paraprofessional 6 classification.

CWU reviewed your position and by letter dated October 31, 2008 determined that your position was properly allocated to the Library and Archives Paraprofessional 5 classification.

On November 19, 2008, you filed a request for a Director's review of your position. In your Director's review request, you asked that your position be reallocated to the Library and Archives Paraprofessional 6 classification.

Summary of Karen Stephen's Perspective

Your position is located at CWU in the Cataloging Department within the Library. You report to the Head of Cataloging.

Ms. Stephens contends that she supervises assigned personnel, coordinates and directs the work flow of the classified staff and student employees in the Cataloging Department. Ms. Stephens asserts that she performs complex technical library tasks and problem solving using specialized knowledge and skills in support of the Cataloging Department and overall library function. This includes, original descriptive and subject cataloging and classification, complex cataloging of library materials with catalog copy, analyzing and resolving complex bibliographic searches. Ms. Stephens states that she maintains the operation of the library unit.

In addition, Ms. Stephens states that she completes and upgrades substandard records which require adding or revising subject heading, classification numbers, descriptive access points and descriptive fields. She performs maintenance related to authority files including the creation of new authority records and subject proposal. She coordinates, directs, monitors, and adjusts as needed the workflow in the department. Ms. Stephens participates in the development, documentation, and implementation of department policy and procedures. Ms. Stephens states that she acts as a primary resource for issues related to cataloging for staff and faculty in the library, interprets policies and procedures, and resolves problems. She acts as liaison to library public services units in matters related to cataloging and database maintenance. Ms. Stephens contends that she assists in the implementation of library system changes and upgrades.

Ms. Stephens argues that these duties and responsibilities are outside of the Library and Archives Paraprofessional 5 classification and that her position should be reallocated to the Library and Archives Paraprofessional 6 classification.

Ms. Stephens believes that most of her job duties are at the highest expert/supervisor level for this series. She feels that the comparison of her position to the other two professional librarians' positions in the department, which are not in the same class series, is erroneous. She feels the denial of her reallocation request is based on a false premise and is not valid.

Summary of CWU's Reasoning

CWU explained that after conducting interviews with Ms. Stephens and Mr. CannCasciato, her supervisor, Ms. Stephens spends approximately 50% of her time using the On-line Computer Library Center to perform complex copy cataloging of library materials in a variety of formats (books, video recordings, serials). She completes and upgrades substandard records which require adding or revising subject headings, classification numbers, descriptive access points and descriptive fields. CWU states that Ms. Stephens also performs original descriptive and subject cataloging and classification in accordance with established cataloging rules and performs complex maintenance related to authority files including the creation of new authority records and subject proposals.

CWU states that approximately 30% of Ms. Stephen's time is supervising civil service employees and student employees within the Cataloging Department and coordinating and monitoring the department's workflow.

CWU determined that Ms. Stephens spends the remaining 20% of her time participating in the development and documentation of department policies and procedures, working on periodic department projects, updating the library's on-line catalog, serving as a resource to other staff and customers with regard to cataloging, and participating in periodic library system upgrades.

CWU asserts that 80% of Ms. Stephen's time is spent performing complex technical work and supervising staff who themselves are involved with performing complex technical work. CWU states that these responsibilities tie directly to the definition of Library and Archives Paraprofessional 5 and are consistent with what would be expected of a Library and Archives Paraprofessional 5 position.

CWU feels that the Library and Archives Paraprofessional 6 classification was not considered the best fit because there are two professional librarians that are also responsible for similar complex cataloging responsibilities among their other responsibilities within the department. One of the librarians is the head of Cataloging and the other is Mary Wise. CWU indicates these two professional positions are required to have terminal degrees in the field of library science. Because of this level of education and responsibilities, CWU contends these two positions are considered the highest level experts in the department.

Rationale for Determination

The purpose of a position review is to determine which classification best describes the overall duties and responsibilities of a position. A position review is neither a measurement of the volume of work performed, nor an evaluation of the expertise with which that work is performed. A position review is a comparison of the duties and responsibilities of a particular position to the available classification specifications. This review results in a determination of the class that best describes the overall duties and responsibilities of the position. See Liddle-Stamper v. Washington State University, PAB Case No. 3722-A2 (1994).

The definition for Library and Archives Paraprofessional 6 class states:

This is the highest expert/supervisor level of the series. Performs complex technical library tasks and problem solving involving intensive application of specialized knowledge and skills. Examples include participation in the acquisition, development, and management of library collections, original descriptive and subject cataloging and classification, complex bibliographic and reference searches. Some positions may supervise assigned personnel.

The Library and Archives Paraprofessional 6 classification is not the best fit because there are two professional librarians that are also responsible for similar complex cataloging responsibilities among their other responsibilities within the department. One of the librarians is the Head of Cataloging and the other is Mary Wise, a Catalogue Librarian (exhibit 9). These two positions are considered to be the highest level experts in the department.

The definition for Library and Archives Paraprofessional 5 class states:

This is the second expert/supervisor level of the series. Supervises assigned personnel and performs complex technical library tasks and problem solving using intensive application of specialized knowledge and skills, such as search bibliographic or complex reference resources, perform complex cataloging of library materials with catalog copy, analyze and resolve complex order and bibliographic problems, assist clients with reference services including interpreting and conferring on research strategies and assisting the management and preservation of the collection OR, supervises assigned personnel and directs the operations of a large library unit or one or more units, characterized by staff performing a variety of complex technical work or multiple functions.

The majority (80%) of Ms. Stephen's time is spent performing complex technical work and supervising staff who themselves are involved with performing complex technical work. These responsibilities tie directly to the definition of Library and Archives Paraprofessional 5 and are consistent with what would be expected of a Library and Archives Paraprofessional 5 position.

Most positions within the civil service system occasionally perform duties that appear in more than one classification. However, when determining the appropriate classification for a specific position, the duties and responsibilities of that position must be considered in their entirety and the position must be allocated to the classification that provides the best fit overall for the majority of the position's duties and responsibilities. See Dudley v. Dept. of Labor and Industries, PRB Case No. R-ALLO-07-007 (2007).

The overall scope of the work assigned to Ms. Stephen's position best fits the Library and Archives Paraprofessional 5 classification.

Appeal Rights

RCW 41.06.170 governs the right to appeal. RCW 41.06.170(4) provides, in relevant part, the following:

An employee incumbent in a position at the time of its allocation or reallocation, or the agency utilizing the position, may appeal the allocation or reallocation to . . . the Washington personnel resources board Notice of such appeal must be filed in writing within thirty days of the action from which appeal is taken.

The mailing address for the Personnel Resources Board is P.O. Box 40911, Olympia, Washington, 98504-0911. The physical location of the Personnel Resources Board is 600 South Franklin, Olympia, Washington.

If no further action is taken, the Director's determination becomes final.

cc: Eric Gilbraith, CWU
Classification & Pay Team, DOP

KAREN STEPHENS v. Central Washington University (CWU)

ALLO-08-091

List of Exhibits

1. Letter of request for review to DOP from employee, November 19, 2008.
2. Director's Review request filed November 21, 2008 (Section V. with explanation attached).
3. Position Description signed and dated 12/2007
4. Position Review Request, August 2008. PRR Supervisor's section, signed
5. CWU allocation determination letter, October 31, 2008.
6. Letter to DOP from Daniel CannCasciato, Department Chair, November 6, 2008.
7. November 2008 email chain
8. Email from Mary Wise with attachments
9. Organizational Charts
10. Class Specification:
 - Library and Archives Paraprofessional 5 (262M)
 - Library and Archives Paraprofessional 6 (262N)